### CUSTOM DIPLOMA COVER FORM

4 Easy Ways to Order - Phone: 1-855-719-4723 - Fax: 657-295-2221 - Email: hello@gradshop.net - Website: www.gradshop.com

Please note that the standard processing time for all bulk quantity orders & custom products is approximately 4 – 6 weeks. The processing times listed below are based on in-stock products. Expedited processing is available. Additional fees may apply.

#### SHIPPPING INFORMATION

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Attention To:</th>
<th>Street Address 1</th>
<th>Street Address 2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Telephone #</th>
<th>Fax #</th>
</tr>
</thead>
</table>

#### PRIMARY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Primary Contact</th>
<th>Primary Email</th>
<th>Primary Name</th>
<th>Primary Email</th>
<th>Billing Contact</th>
<th>Billing Email</th>
</tr>
</thead>
</table>

(Please Note): Providing multiple contacts ensures that we are able to stay in touch. Always provide at least three contacts for your school. Without a valid email address your order cannot be processed.

#### SELECT PROCESSING TIME*

- 3-4 Weeks (Custom Processing Time)
- 5-7 Days (Ground)
- 2 Day Air (Rush)

#### SELECT SHIPPING METHOD

- 3 Days (Select)

#### ENTER REQUIRED DATES

- In Hand Date
- Graduation Date

#### HOW ORDER TIMING WORKS: PROCESSING TIME + SHIPPING DURATION = TOTAL DELIVERY TIME

#### EXTERIOR OPTIONS

- Minimum Quantity for Custom Diploma Covers is 25

#### SELECT SIZE

- 6 x 8
- 7 x 9
- 8 x 10
- 8.5 x 11
- 11 x 14

#### SELECT LAYOUT

- Panoramic
- Tent

#### SELECT COLOR

- Black
- White
- Navy
- Royal
- Burgundy
- Green
- Brown
- Purple
- Red

#### SELECT EMBOSSEMBoss

- Cover Blind Embossing

#### SELECT FOIL COLOR

- Gold
- Silver
- Black
- White

#### SELECT LOGO FONT

- Old English
- Script
- Athletic Block
- Custom

#### FOIL IMPRINT DETAILS

- Enter Foil Text
  - Line 1
  - Line 2
  - Line 3

- Select Logo Option
  - Yes, Logo
  - No, Logo

*Logo Designs Must be Emailed in High Resolution Formats

*File Formats Accepted are PDF, AI, JPEG, & TIFF

*Logo's Must be Emailed Along with Order Form

#### SELECT LAYOUT INTERIOR OPTIONS

- Select Panel Layout
  - Single Moire (With K-Panel)
  - Double Moire (No K-Panel)

- Select Ribbon Layout
  - Single Set (4 Ribbons)
  - Double Set (8 Ribbons)

*Moires are Patterned Silk
*K-Panel Typically Used on Side for Diploma

*Single Holds One Diploma - Double Holds Two Diplomas

#### SELECT MOIRE COLOR

- White
- Gold

#### SELECT RIBBON COLOR

- Black
- Royal
- Burgundy
- Green
- Purple
- Red

#### PAYMENT INFORMATION

(Please note orders will not ship until paid in full)

- Credit Card
- Mail Check
- Wire Transfer
- Money Order

#### PAYMENT DETAIL

- PO #
- Check #

#### CREDIT CARD INFORMATION

- American Express
- Visa
- Discover Card
- Mastercard

Your card will be authorized at time of order placement and charged upon shipment

#### SALES REP INFORMATION

- Salesperson
- Estimate #
- Savings Code
- Credit Card Number:
- Expiration Date:
- CVV Code:
- Billing Zip: